

## Seq. III Inventory Control Task Force Conference Call Minutes

Date: 9/28/11

Agenda:

### 1.) Roll Call

- a. Jason Bowden, Adam Bowden, Matt Bowden, Dwight Bowden, Bruce Matthews, Ed Altman, Jeff Kettman, Sid Clark, Johnny De La Zerda, Mark Mosher, Greg Seman, Rich Grundza, Jerry Brys

### 2.) Review of Hardware Control Template (Attachment 1)

- a. During the review of the template Dwight Bowden suggested that we begin to prepare for possible changes in other material that in the past has not been deemed to be critical hardware as these parts may be changing vendors or become obsolete and in the future may have an impact on test severity or the ability to run tests. He suggested that we put protocols in place to review new service or non-production parts as changes occur.
- b. The group determined that the page titled Organization, which recommends setting up an O&H panel, should be removed from the document as we do not currently have an O&H and do not see the need for one in the near future. OHT mentioned that they support the use of an O&H panel as we are heading into new territory with regards to the parts for this test either out of production or service parts in the future possibly changing or becoming unavailable. Bruce Matthews, Ed Altman and others mentioned that the best approach to handle these issues would be in the Task Force format so they can deal with a specific item of interest.
- c. The page titled Control, section Test Monitoring Center will be modified to call out Form 12 for the receivership of hardware information to the TMC.
- d. The page titled Control, section Testing Laboratories and Central Parts Distributor- We will delete the requirement for the labs to report rejections on a monthly basis. Instead the labs will report rejections to the Test Developer/Sponsor, TMC or CPD immediately upon determination that a part will be rejected.
- e. The page titled Control, section Central Parts Distributor- modify confirm receipt of rejection forms to, "as required basis."
- f. The page titled Control, section Central Fuel Supplier- modify reporting of inspections of age blending to capture current practice as the group determined this was sufficient.
- g. The page titled Feedback information, section Test Monitoring Center- we will delete the sentence, "Conducts and reports results of annual CPD survey." The evaluation of the CPD is done on a continual basis.
- h. The page titled Feedback Information, section Central Parts Distributor- We will delete the section on notification of new batch release to the laboratories. Form 12 captures batch changes and it was determined by the group that the existing system is adequate.

- i. ACTION ITEM: OHT will review Form 12 and make sure that all batch information that is provided for critical parts to the industry is captured accurately on the form.
  - i. The page titled Industry material Balance Plan, section Testing Laboratories FIFO Parts Usage chart- Jason Bowden suggested that we modify the chart to include reporting of rejections for Non-production parts and Service Parts so that we may track any possible changes in the future.
    - i. There was a discussion between Sid Clark, Ed Altman, Jason Bowden and Adam Bowden with regards to how to word the FIFO recommendation so as to make sure the labs are not put into a position where they cannot use test hardware. Sid and Ed raised a concern with regards to running different batch rings on different runs. Jason Bowden mentioned that the critical parts could be broken out into individual categories in the FIFO language.
    - ii. ACTION ITEM: OHT to work with Bruce Matthews with regards to the wording of the FIFO recommendation and present this at our next conference call.
- 3.) Seq. III Parts categorization into Critical and Non-Critical. (Attachment 2)
  - a. Ed Altman, Sid Clark and Jason Bowden, Adam Bowden and Matt Bowden went through the list of part numbers from the procedure and categorized them into critical and non-critical.
- 4.) Adjourn 3:05 pm EDT